

CEMETERY FUND



Section 6-19 of the City Code established a Cemetery Perpetual Maintenance Trust Fund for the City Cemetery on Ivy Lane. This fund receives proceeds (after deduction of expenses) from the sale of lots at the City Cemetery and any cemetery related contributions or donations.

The City Code provides that interest earned in this fund may be appropriated to defray cemetery maintenance and improvement

costs, while all other monies in the fund may only be utilized for investment purposes and the repurchase of cemetery lots.

BUDGET COMMENTS

1) No expenses or transfers are proposed for FY 2020.

CEMETERY FUND Fund 104	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
BALANCE AS OF JULY 1	<u>\$86,151</u>	<u>\$87,410</u>	<u>\$88,810</u>	<u>\$89,455</u>	<u>\$91,255</u>	
REVENUES						
470000 Interest	\$359	\$845	\$400	\$1,200	\$1,200	
480000 Other - Service Fees	900	1,200	1,000	600	1,000	
TOTAL REVENUES	<u>\$1,259</u>	<u>\$2,045</u>	<u>\$1,400</u>	<u>\$1,800</u>	<u>\$2,200</u>	<u>\$0</u>
EXPENDITURES						
490000 Interfund Transfer - General Fund	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
BALANCE AS OF JUNE 30	\$87,410	\$89,455	\$90,210	\$91,255	\$93,455	\$0

DEBT SERVICE FUND

This fund accounts for the payment of the principal and interest on the city's outstanding debt. Section 55 of the City Charter places a four percent limit (4%) of the assessed valuation for real estate for the amount of bonds that may be issued by the city. The City's assessed valuation as of July 1, 2019 will be \$2.3 billion. Therefore, the debt limit in FY 2020 is \$92.3 million. At the beginning of FY 2020, the city's estimated outstanding debt will be approximately \$11 million or 0.48% of the city's assessed valuation.

In FY 2020, the city's debt portfolio will consist of four borrowings. The two older borrowings are (1) the 2001 Bond Issue and (2) the financing of an unfunded liability for Maryland State Retirement initiated in FY 2016. Two new debt instruments will be (3) the Tax Increment Financing (TIF) for the Greenbelt Station neighborhood which is expected to be incurred in April 2019, and (4) the Greenbelt Lake Dam reconstruction which is expected to be incurred in December 2019.

The TIF debt must be fully funded by one-half of the real estate tax revenue from residential property in Greenbelt Station. In FY 2020, the State Department of Assessments and Taxation has certified that the assessments attributable to the Greenbelt TIF are \$216,935,665 or \$1,795,100 in real estate tax revenue. Therefore, the \$418,200 budgeted for the TIF in FY 2020 is considerably lower than 50% of the TIF revenue of \$897,600. The interest rate for the TIF is expected to be approximately 3.7%. Principal and interest expenditures for the TIF are currently estimated for FY 2019 and FY 2020. The payment schedule will be finalized and included in the FY 2020 Adopted Budget.

A year ago, it was believed that the borrowing approved by referendum for the Greenbelt Lake Dam would occur in FY 2019. However, it is likely to coincide with the expected completion of the project in December 2019. The FY 2020 expenditure shown on the next page is approximately one-half of the annual requirement to fund this debt. Therefore, the annual debt service for the lake dam will increase approximately \$64,000 FY 2021.

BUDGET COMMENTS

- 1) The General Fund will transfer \$817,000 to the Debt Service Fund in FY 2020. It should be noted that the General Fund transfer for debt service will increase \$193,000 to \$1,010,000 in FY 2021, and an additional \$85,000 to \$1,095,000 in FY 2022.

- 2) While the transfers from the General Fund will increase, the fund balance in the Debt Service Fund will decrease. At the close of FY 2022, the current fund balance of more than \$300,000 will decline to approximately \$2,000.

DEBT SERVICE FUND Fund 201	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	\$10,635	\$10,927	\$161,327	\$162,444	\$311,144	
REVENUES						
470000 Interest Investments	\$438	\$1,663	\$800	\$2,000	\$3,200	
490000 General Fund Transfer	555,000	705,000	805,000	805,000	817,000	
TOTAL REVENUE & FUND TRANSFERS	\$555,438	\$706,663	\$805,800	\$807,000	\$820,200	\$0
EXPENDITURES						
General Obligation						
895 2001 Bond Issue						
96 Principal	\$237,453	\$244,604	\$252,000	\$252,000	\$259,500	
97 Interest	79,599	72,448	65,100	65,100	57,600	
Total	\$317,052	\$317,052	\$317,100	\$317,100	\$317,100	\$0
897 Unfunded Liability						
96 Principal	\$96,695	\$101,946	\$107,500	\$107,500	\$113,300	
97 Interest	141,399	136,148	130,600	130,600	124,800	
Total	\$238,094	\$238,094	\$238,100	\$238,100	\$238,100	\$0
898 Lake Dam*						
96 Principal			\$100,000	\$0	\$43,000	
97 Interest			10,000	0	21,000	
Total	\$0	\$0	\$110,000	\$0	\$64,000	\$0
899 Greenbelt West TIF						
34 Other Services			\$0	\$0	\$6,000	
96 Principal			256,000	56,300	225,200	
97 Interest			0	46,800	187,000	
Total	\$0	\$0	\$256,000	\$103,100	\$418,200	\$0
TOTAL EXPENDITURES	\$555,146	\$555,146	\$921,200	\$658,300	\$1,037,400	\$0
FUND BALANCE AS OF JUNE 30	\$10,927	\$162,444	\$45,927	\$311,144	\$93,944	\$0

OTHER FUNDS

BOND PRINCIPAL & INTEREST PAYMENT SCHEDULE

All Debt			2001 Bond Fund (1)			MSRA Unfund Liability (2)	
<u>FY</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>		<u>Principal</u>	<u>Interest</u>
2020	\$373,868	\$181,279	\$260,548	\$56,504		\$113,320	\$124,774
2021	387,759	167,387	268,285	48,767		119,474	118,620
2022	402,215	152,932	276,253	40,800		125,962	112,132
2023	417,259	137,888	284,457	32,596		132,802	105,292
2024	432,918	122,228	292,904	24,148		140,014	98,080
2025	449,220	105,926	301,602	15,450		147,618	90,476
2026	466,193	88,953	310,559	6,493		155,634	82,460
2027	216,736	74,200	52,649	193		164,087	74,007
2028	172,998	65,096				172,998	65,096
2029	182,393	55,701				182,393	55,701
2030	192,298	45,796				192,298	45,796
2031	202,741	35,353				202,741	35,353
2032	213,751	24,343				213,751	24,343
2033	225,359	12,735				225,359	12,735
2034	117,228	1,819				117,228	1,819
Total	\$4,452,936	\$1,271,636	\$2,047,257	\$224,951		\$2,405,679	\$1,046,684

(1) This debt issue has an interest rate of 2.93%.

(2) This debt issue has an interest rate of 5.3%. This rate is higher than the 2001 Bond Fund because it is a taxable loan.

REPLACEMENT FUND

The Replacement Fund is for the purpose of setting funds aside annually so that at the time of scheduled replacement, adequate funds are available to replace a piece of equipment.

Prior to FY 2003, an amount equal to three (3) cents on the tax rate (\$162,900 in FY 2002) was budgeted in the General Fund budget to be transferred here. Now a dollar amount based on need and available resources is budgeted. Funds not required to meet current obligations are invested. Interest earned is applied annually to various reserves, thereby reducing the amount of operating funds required to be contributed.

BUDGET COMMENTS

- 1) It is recommended that a 2006 sedan assigned to Public Works Administration be replaced with an electric sedan.
- 2) A dump truck (\$84,500) and a 4X4 pick-up truck (\$37,500) are proposed for replacement under Multi-Purpose Equipment.
- 3) A pickup truck is proposed to be replaced with a cargo van at a cost of \$28,500 for use in facility maintenance work.
- 4) Under Recreation, a nineteen year old passenger van is recommended for replacement with a cargo van.
- 5) Under Parks, it is proposed to replace a 4X4 pick-up truck and a wood chipper.
- 6) It is estimated the Replacement Fund will begin Fiscal Year 2020 with a fund balance of \$249,921 and end at \$332,421. There are a number of costly vehicles and equipment items scheduled to be purchased in the next three years including dump trucks and communications equipment, so building a fund balance reserve is necessary.

Items to be Purchased

Public Works Administration

Electric Sedan (100)	\$38,000
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Multi-Purpose Equipment

Dump Truck (111)	\$84,500
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4X4 Pickup Truck (115)	\$37,500
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Cargo Van (151)	\$28,500
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Recreation Administration

Cargo Van (308)	\$24,000
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Parks

4X4 Pickup Truck (400)	\$37,500
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Wood Chipper	\$50,000
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Total Proposed Expenditures	<u>\$300,200</u>
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REPLACEMENT FUND Fund 105	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	<u>\$153,113</u>	<u>\$196,523</u>	<u>\$344,923</u>	<u>\$372,921</u>	<u>\$249,921</u>	
REVENUES						
470000 Interest on Investments	\$834	\$3,354	\$1,000	\$1,500	\$3,000	
480000 Ins./Auc. Proceeds	19,049	238,794	10,000	16,000	29,500	
480000 Payments from Other Cities	0	0	0	0	0	
490000 Interfund Transfer - General Fund	200,000	320,000	350,000	350,000	350,000	
TOTAL REVENUE & FUND TRANSFERS	<u>\$219,882</u>	<u>\$562,148</u>	<u>\$361,000</u>	<u>\$367,500</u>	<u>\$382,500</u>	<u>\$0</u>
EXPENDITURES						
91 New Equipment						
220 Community Development	\$0	\$36,941	\$30,000	\$38,200	\$0	
310 Police	0	0	32,000	40,000	0	
410 Public Works Admin.	0	0	37,000	36,900	38,000	
420 Multi-Purpose Equipment	34,989	49,897	97,000	99,500	150,500	
445 Street Cleaning	0	252,290	0	0	0	
450 Waste Collection	35,474	0	187,000	176,600	0	
610 Recreation	0	0	0	0	24,000	
650 Aquatic & Fitness Center	0	0	20,200	20,800	0	
660 Community Center	0	5,162	0	0	0	
700 Parks	106,009	41,460	20,000	13,500	87,500	
920 Greenbelt Connection	0	0	67,000	65,000	0	
TOTAL EXPENDITURES	<u>\$176,472</u>	<u>\$385,750</u>	<u>\$490,200</u>	<u>\$490,500</u>	<u>\$300,000</u>	<u>\$0</u>
BALANCE AS OF JUNE 30	\$196,523	\$372,921	\$215,723	\$249,921	\$332,421	\$0

OTHER FUNDS

Veh #	Department/Item	Year Purch	Repl. Year	Original Cost	Replace Cost	Est. FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Administration																
2	Dodge Grand Caravan	2017	2028	29,332	38,100	0	0	0	0	0	0	0	0	0	0 38,100	0
	Subtotal			29,332	38,100	0	0	0	0	0	0	0	0	0	0	0
Community Development																
712	Ford Focus	2009	2020	11,427	23,200	0	0	23,200	0	0	0	0	0	0	0	0
727	Chevy Bolt - Electric	2018	2029	27,415	35,600	0	0	0	0	0	0	0	0	0	0	0 35,600
728	Chevy Bolt - Electric	2019	2030	38,162	49,600	38,200	0	0	0	0	0	0	0	0	0	0
	Subtotal			77,004	108,400	38,200	0	23,200	0	0	0	0	0	0	0 35,600	
Police Department																
	Police Radio System	2011	2022	729,700	729,700	0	0	0	729,700	0	0	0	0	0	0	0
	Voice Logging Recorder	2011	2022	22,327	22,300	0	0	0	22,300	0	0	0	0	0	0	0
	Handguns	2008	2019	31,755	40,000	40,000	0	0	0	0	0	0	0	0	0	0
	Pro-Tec Raid Vests	2015	2025	16,067	20,900	0	0	0	0	0	0	20,900	0	0	0	0
	ETIX Equipment		Var.		54,000	0	0	18,000	18,000	18,000	0	0	0	0	0	0
	TRUSPEED Laser	2014	2025	7,300	12,000	0	0	0	0	0	0	12,000	0	0	0	0
726	Ford Fusion Hybrid	2014	2025	24,577	32,000	0	0	0	0	0	0	32,000	0	0	0	0
	Live Scan	2014	2022	33,283	35,000	0	0	0	35,000	0	0	0	0	0	0	0
	Automated External Defibrillators	2014	2021	12,596	13,000	0	0	13,000	0	0	0	0	0	0	0	0
	Subtotal			877,605	958,900	40,000	0	31,000	805,000	18,000	0	64,900	0	0	0	0
Animal Control																
704	Ford Escape SUV	2008	2021	25,276	33,900	0	0	33,900	0	0	0	0	0	0	0	0
799	Ford Cargo Van w/Cage package	2002	2021	26,039	37,000	0	0	37,000	0	0	0	0	0	0	0	0
	Subtotal			51,315	70,900	0	0	70,900	0	0	0	0	0	0	0	0
Public Works Administration																
1	Honda Civic CNG	2005	NTR	20,149	0	0	0	0	0	0	0	0	0	0	0	0
100	Dodge Stratus	2006	2020	12,489	21,500	0 38,000	0	0	0	0	0	0	0	0	0	0
104	Ford Explorer	2016	2027	25,794	33,500	0	0	0	0	0	0	0	0	33,500	0	0
105	Chevy Bolt - Electric	2019	2030	36,941	48,000	36,900	0	0	0	0	0	0	0	0	0	0
	Repeater - Channel 1 & 3	2004	2022	40,000	46,000	0	0	0	46,000	0	0	0	0	0	0	0
	Subtotal			95,373	103,000	36,900	38,000	0	46,000	0	0	0	0	33,500	0	0

Veh #	Department/Item	Year Purch	Repl. Orig. Year Cost	Replace Cost	Est. FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Multi-Purpose Equip.															
111	Ford 550 Dump Truck	2004	2020	46,938	84,500	0	84,500	0	0	0	0	0	0	0	0
112	Ford Roll Back Truck	1993	2021	25,927	36,000	0	36,000	0	0	0	0	0	0	0	0
113	4X4 ¾Ton Pick-up Truck	2006	2021	18,314	24,500	0	24,500	0	0	0	0	0	0	0	0
115	Ford 4X4 ¾ton Pickup	2008	2020	27,747	37,500	0	37,500	0	0	0	0	0	0	0	0
118	Ford 4X4 F350 Crew Cab	2014	2025	30,256	39,300	0	0	0	0	0	39,300	0	0	0	0
120	Skid Steer Loader	2019	2030	65,063	84,600	65,100	0	0	0	0	0	0	0	0	0
121	Ford F250 4X4 ¾ton Pickup	2017	2028	34,500	42,900	0	0	0	0	0	0	0	0	42,900	0
124	Ford F-450 Dump Truck	2010	2022	56,842	75,600	0	0	75,600	0	0	0	0	0	0	0
125	Ford 2 Ton Dump (Chassis in 06)	2006	2021	42,000	90,000	0	90,000	0	0	0	0	0	0	0	0
126	Ford 750 Dump	2007	2021	71,324	94,900	0	94,900	0	0	0	0	0	0	0	0
129	Case Backhoe	2016	2031	94,900	123,400	0	0	0	0	0	0	0	0	0	0
128	Asphalt Roller	2007	2022	24,900	36,100	0	0	36,100	0	0	0	0	0	0	0
145	Case #621 Loader	2008	2023	119,313	155,100	0	0	0	155,100	0	0	0	0	0	0
146	2007 F550 Aerial Lift	2013	2023	40,600	52,800	0	0	0	52,800	0	0	0	0	0	0
147	GMC Aerial Lift	1990	2021	68,950	192,000	0	192,000	0	0	0	0	0	0	0	0
150	Air Compressor	2018	2038	22,106	31,000	0	0	0	0	0	0	0	0	0	0
151	Ford F-150 Pick-up Truck	2009	2020	16,446	28,500	0	28,500	0	0	0	0	0	0	0	0
152	Chevy 2500 Cargo Van	2014	2025	17,118	22,300	0	0	0	0	0	22,300	0	0	0	0
154	Ford Transit Cargo	2018	2029	27,791	36,100	0	0	0	0	0	0	0	0	0	36,100
159	Ford 4X4 Pick-up	2019	2030	34,430	44,800	34,400	0	0	0	0	0	0	0	0	0
197	Street Sweeper - 2018 Dulevo 6000	2018	2028	69,855	90,800	0	0	0	0	0	0	0	0	90,800	0
	Paint Machine	2006	2020	5,000	6,500	0	0	6,500	0	0	0	0	0	0	0
	Concrete Sidewalk Grinder	2014	2029	10,000	14,500	0	0	0	0	0	0	0	0	0	14,500
	Subtotal			970,320	1,443,700	99,500	150,500	437,400	118,200	207,900	0	61,600	0	0	133,700 50,600
Waste Collection Equip.															
213	Chevy 4X4 Pickup	2017	2028	35,000	40,300	0	0	0	0	0	0	0	0	40,300	0
211	Polaris GEM Electric Truck	2014	2024	20,737	27,000	0	0	0	0	27,000	0	0	0	0	0
264	Freightliner w/25cy packer	2016	2024	145,050	179,900	0	0	0	0	179,900	0	0	0	0	0
263	Freightliner w/18cy Packer	2015	2023	140,428	174,100	0	0	0	174,100	0	0	0	0	0	0
266	Freightliner w/25cy Packer	2019	2027	176,643	229,600	176,600	0	0	0	0	0	0	0	229,600	0
	Subtotal			517,858	650,900	176,600	0	0	174,100	206,900	0	0	229,600	40,300	0

OTHER FUNDS

OTHER FUNDS

Veh #	Department/Item	Year Purch	Repl. Year	Original Cost	Replace Cost	Est. FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Recreation Administration																	
300	Ford Escape Hybrid	2012	2023	28,700	38,200	0	0	0	0	0	38,200	0	0	0	0	0	
308	GMC Sahara Passenger Van	2001	2020	21,499	24,000	0	24,000	0	0	0	0	0	0	0	0	0	
	Subtotal			50,199	62,200	0	24,000	0	0	0	38,200	0	0	0	0	0	
Aquatic & Fitness Center																	
	Treadmills	2013	2023	24,975	32,500	0	0	0	0	0	32,500	0	0	0	0	0	
	Stationary Bikes	2019	2029	20,847	27,100	20,800	0	0	0	0	0	0	0	0	0	27,100	
	Step/Elliptical/Rowing Machines	Var.	Var.	23,646	30,700	0	0	0	0	0	0	30,700	0	0	0	0	
	Circuit Training Equipment	2016	2031	51,500	67,000	0	0	0	0	0	0	0	0	0	0	0	
	Security Camera System	2007	2022	20,000	29,000	0	0	0	29,000	0	0	0	0	0	0	0	
	Subtotal			140,968	186,300	20,800	0	0	29,000	32,500	30,700	0	0	0	0	27,100	
Community Center																	
	Commercial Freezer	2016	2036	5,000	6,500	0	0	0	0	0	0	0	0	0	0	0	
	Commercial Refrigerator	1999	2022	10,000	14,000	0	0	0	14,000	0	0	0	0	0	0	0	
	Commercial Stove	1996	2022	7,000	9,800	0	0	0	9,800	0	0	0	0	0	0	0	
	Commercial Convection Oven	2003	2023	7,901	11,000	0	0	0	0	11,000	0	0	0	0	0	0	
	Lower Level Refrigerator	1996	2022	10,000	14,000	0	0	0	14,000	0	0	0	0	0	0	0	
	Lower Level Dishwasher	1996	2022	7,500	10,500	0	0	0	10,500	0	0	0	0	0	0	0	
	Stage Lighting	2006	2026	10,000	15,000	0	0	0	0	0	0	0	15,000	0	0	0	
	Subtotal			57,401	80,800	0	0	0	48,300	11,000	0	0	15,000	0	0	0	
Park Equipment																	
400	Chevy Pickup	2009	2020	29,318	37,500	0	37,500	0	0	0	0	0	0	0	0	0	
409	Ford F 250 4X4 Pickup	2015	2026	28,100	36,500	0	0	0	0	0	0	0	36,500	0	0	0	
405	Ford F-150Pickup	2013	2024	15,100	20,100	0	0	0	0	0	20,100	0	0	0	0	0	
407	Ford 1½Ton Dump Truck	2006	2021	46,699	62,100	0	0	62,100	0	0	0	0	0	0	0	0	
408	Ford F-250 4X4 ¾ton Pickup	2008	2021	27,747	36,900	0	0	36,900	0	0	0	0	0	0	0	0	
458	Ford F250 4X4 Pickup	2017	2028	33,700	42,900	0	0	0	0	0	0	0	0	0	42,900	0	
402	Ford F250 4X4 Pickup	2016	2027	25,509	33,200	0	0	0	0	0	0	0	0	33,200	0	0	
426	Ford Custom Cab	2005	2021	50,257	61,100	0	0	61,100	0	0	0	0	0	0	0	0	
470	Kubota L2850 Tractor/backhoe	2016	2036	29,959	38,900	0	0	0	0	0	0	0	0	0	0	0	
459	Ford 550 Dump	2017	2028	70,000	104,000	0	0	0	0	0	0	0	0	0	104,000	0	
436	John Deere 3320 Tractor	2007	2027	14,624	23,400	0	0	0	0	0	0	0	0	23,400	0	0	
471	Kubota 3060 Front Cut Mower	2016	2036	26,850	34,900	0	0	0	0	0	0	0	0	0	0	0	

SPECIAL PROJECTS FUND

This fund was established in FY 2001 to set aside funds for specific purposes. Funds set aside by the City Council or mandated to be accounted for separately will often be collected in one fiscal year with the related costs of the program expended over several subsequent years.

The largest on-going revenue designation in this fund is the city's set aside from Comcast and Verizon. The city receives funds from a three percent (3%) franchise fee for Public, Education and Government (PEG) access.

BUDGET COMMENTS

- 1) \$80,000 in Information Technology, line 145, is to replace computers and servers (\$40,000), continue implementation of document management solution (\$10,000), and video camera upgrades (\$30,000).
- 2) The expenses in Community Promotion Equipment, line 190, are to replace audio/visual equipment as determined by the Public Information & Communications Coordinator.
- 3) The expenses in Police, line 310, are for the rental of eleven police vehicles for the drug task force (\$82,500). The cost of this program is offset by a federal grant (revenue account 441112). Additional funding may become available to fund Police Department capital improvement projects.
- 4) Transfers of \$5,000 in FY 2019 and FY 2020 are available to support future art restoration projects.
- 5) The transfer of \$45,000 to the General Fund funds the city's use of the countywide I-Net.
- 6) The city receives monies from cable franchises for the use of the public right-of-way. The city contributes two-thirds of the Public, Education and Government Access fees to Greenbelt Access Television, Inc. (GATe). The remaining third provides funding for IT and Community Promotion projects.

SPECIAL PROJECTS FUND Fund 101	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	<u>\$646,130</u>	<u>\$671,713</u>	<u>\$523,913</u>	<u>\$462,571</u>	<u>\$432,771</u>	
REVENUES						
433401 Cable TV Franchise Fee	\$259,455	\$248,520	\$250,000	\$240,000	\$234,000	
441112 Federal Grants	88,750	82,500	82,500	82,500	82,500	
470000 Interest on Investments	2,673	6,500	5,000	8,000	9,000	
460111 Drug Forfeitures	0	0	0			
460301 Del. Speed Camera Fines	65,222	18,000	18,000	18,000	18,000	
480499 Spay Neuter Grant	(44,939)	0	0	0	0	
480499 Miscellaneous	5,715	47,548	0	0	0	
490000 Economic Development	0	0	0	52,000	25,000	
490000 Arts Restoration/Acquisition	0	0	5,000	5,000	5,000	
TOTAL REVENUES	<u>\$376,876</u>	<u>\$403,068</u>	<u>\$360,500</u>	<u>\$405,500</u>	<u>\$373,500</u>	<u>\$0</u>
EXPENDITURES						
125 Economic Development	\$0	\$0	\$0	\$0	\$0	
145 Information Technology	41,733	137,827	95,000	\$98,500	\$80,000	
190 Comm. Promo. Equipment	1,247	151,169	20,000	20,000	20,000	
190 Comm. Promo. Public Access	0	0	40,000	0	40,000	
310 Police	86,875	114,491	82,500	82,500	82,500	
330 Animal Control	10,580	(135)	0	0	0	
510 CARES	2,888	8,176	0	0	0	
685 Arts	0	0	30,000	30,000	0	
999 Transfer to General Fund	35,000	35,000	46,600	44,500	45,000	
999 Payment to GATe	172,970	165,681	166,700	159,800	155,800	
TOTAL EXPENDITURES	<u>\$351,293</u>	<u>\$612,210</u>	<u>\$480,800</u>	<u>\$435,300</u>	<u>\$423,300</u>	<u>\$0</u>
TOTAL FUND BALANCE AS OF JUNE 30	<u>\$671,713</u>	<u>\$462,571</u>	<u>\$403,613</u>	<u>\$432,771</u>	<u>\$382,971</u>	
FUND BALANCE DESIGNATIONS						
Cable TV - funds available for IT infrastructure	\$494,200	\$253,043	\$236,100	\$170,243	\$63,443	
Public Safety	67,640	53,649	86,640	71,649	89,649	
Animal Control	0	0	0	0	0	
Barnett Trust	48,077	87,449	42,362	87,449	87,449	
Arts Restoration & Acquisition	0	0	5,000	5,000	10,000	
Economic Development Revolving Fund	0	0	0	52,000	77,000	
Undesignated	61,796	68,431	33,511	46,431	55,431	
TOTAL	<u>\$671,713</u>	<u>\$462,571</u>	<u>\$403,613</u>	<u>\$432,771</u>	<u>\$382,971</u>	<u>\$0</u>

AGENCY FUNDS

An agency fund is used to account for assets of outside parties or assets held in escrow. Agency funds do not report operations as governmental funds (i.e. General Fund), only additions and deductions. The assets are not owned or controlled by the city, though the city maintains a fiduciary responsibility over the assets.

The city maintains one agency fund with distinct classifications. The classifications range from donations to individuals who require assistance to assets that were seized during criminal investigations.

1. The Recreation Department receives contributions from various sources. The monetary donations are used to support camp scholarships, special events and other designated programs as specified by the donor. Monies are transferred to the General Fund to offset the program as appropriate.
2. Donations are made by clients to Greenbelt CARES Youth and Family Services Bureau. These funds do not get regularly used and have been transferred to the Emergency Assistance Fund in FY 2016.
3. The Good Samaritan Fund provides financial assistance to out-of-town persons stranded in Greenbelt and low-income individuals in need of a few dollars to purchase gas or groceries. This program receives its funding from the churches in Greenbelt and other civic associations.
4. An Emergency Assistance Fund has been established to accept and disburse donations received to assist Greenbelt residents to pay rent to avoid possible eviction. Approximately a dozen individuals receive assistance from these funds each fiscal year.
5. People contribute to the Adopt-A-Tree Program for the purpose of allowing the city to identify a location for a tree. This balance is the amount of funds available to the city, when needed.
6. A program started in FY 2001 is the Adopt-A-Bench Program. This program is similar to the Adopt-A-Tree program, but enables people to dedicate benches throughout the city.
7. Confiscated funds obtained from arrests made by the Greenbelt Police Department are deposited here. When final disposition is determined, the funds are either returned to the individual (if the charges are dropped or the individual declared innocent in court), or the monies are transferred to the City's Special Projects Fund to be used for public safety. The assets generally are held for two to three years while a determination is made by the court system.
8. Contributions were made to the Advisory Committee on Education (ACE). These monies fund ACE initiatives such as its scholarship fund.
9. A CARES - Green Ridge House pet assistance program was created via a grant to help fund veterinary care and pet food.
10. The city supports the Greenbelt Volunteer Fire Department (GVFD) by setting funds aside each fiscal year. The purpose of these funds is to help fund equipment purchases for the GVFD.
11. The Spay and Neuter Clinic Agency Fund is for donations received for the purchase of supplies and equipment to perform cat and dog neuters at the shelter. This will reduce city cost for veterinary care for animals at the shelter, will allow development of a feral cat control program, and could allow extension of low cost spay and neuter services to the community.

AGENCY FUNDS

	Balance FY 2017	FY 2018 Contribution	FY 2018 Debits	Balance 07/01/18	FY 2019 Estimated Contri.	FY 2019 Estimated Debits	Estimated Balance 07/01/19	FY 2020 Estimated Contri.	FY 2020 Estimated Debits	Estimated Balance 06/30/20
Recreation Department	\$9,570	\$2,145	(\$1,092)	\$10,623	\$200	(\$1,000)	\$11,623	\$2,000	(\$1,000)	\$12,623
Greenbelt CARES	1,010	90	(90)	1,010	-	-	1,010	-	-	1,010
Good Samaritan	1,666	340	(199)	1,806	700	(250)	2,256	500	(250)	2,506
Emergency Assistance	600	9,838	(10,105)	333	10,000	(9,500)	833	10,000	(9,500)	1,333
Adopt-A-Tree	847	1,240	(312)	1,775	500	(1,000)	1,275	500	(400)	1,375
Adopt-A-Bench	4,725	-	-	4,725	-	(119)	4,606	-	-	4,606
Drug and Evidence	52,158	1,632	-	53,790	1,500	-	55,290	1,500	-	56,790
Advisory Committee on Education	19,141	2,268	(4,000)	17,408	2,500	(4,000)	15,908	3,000	(4,000)	14,908
CARES - GRH Pet Assistance	1,833	-	-	1,833	-	-	1,833	-	-	1,833
Fire Department	352,773	88,000	-	440,773	120,000	(143,881)	416,892	120,000	-	536,892
Spay and Neuter Clinic	7,681	-	-	7,681	150	-	7,831	-	-	7,831

OTHER FUNDS

GREEN RIDGE HOUSE



Green Ridge House is a city-owned apartment facility for seniors and individuals with disabilities. The 101-unit facility opened in 1979. About seventy-five (75) percent of the revenue to the facility comes from the U.S. Department of Housing and Urban Development Section 8 program and the balance comes from resident payments. No city funds are expended on Green Ridge House. The city contracts with Community Realty Company, Inc. (CRC) to manage the facility and grounds.

ACCOMPLISHMENTS

- Upgraded elevators (first of two phases) modernization of mechanical structure.
- Replacement of all fire door hardware.
- New smoking area designated with ADA compliant sidewalk.
- New sealcoating and striping of parking lot (held over from FY 2018).
- Updated four public restrooms including painting, toilets, sinks and soap dispensers.
- Updated Internet firewall and wireless access.
- Replaced refrigerator in community kitchen.
- Windows were replaced as necessary.
- Completed a new 20-year rental agreement with HUD.
- Replaced the community room television with a 70 inch flat screen television.

ISSUES & SERVICES

Green Ridge House remains a highly regarded Section 8 facility in the State of Maryland. Through careful oversight by the city and the professional management of Community Realty Company, Inc., the building continues to improve amenities for residents.

Green Ridge House is a Section 8 property meaning that the rents of its residents are subsidized by the federal government. In FY 2019, the market rent for a unit at Green Ridge House is \$1,237 per month. There is not a proposed increase for FY 2020.

The Community Resource Advocate (CRA) is the liaison to Green Ridge House. Along with the establishment of the Service Coordinator program in FY 2005, having the CRA as liaison has improved awareness of both the needs of Green Ridge House residents and the availability of city services.

The Green Ridge House Service Coordinator has continued to adapt programming and services to meet the needs of the changing age demographic at Green Ridge House. The need for behavioral health services has become a pressing issue for staff as there has been an increase in the number of residents needing such services.

There are 55 parking spaces on-site and 48 permits issued for vehicles.

BUDGET COMMENTS

- 1) Costs for providing the Service Coordinator program exceed the federal grant for the program. Therefore, funds are budgeted in the Administration section of this budget and transferred to the General Fund to cover the excess cost.
- 2) The city holds two Local Government Investment Pool (LGIP) accounts for GRH. The first LGIP account holds monies set aside for capital projects. In FY 2020, it is proposed to transfer \$330,000 to this account. The ending balance is expected to be approximately \$667,000. The second is an investment account with an estimated balance at the end of FY 2020 of \$494,000.
- 3) In FY 2019, capital expenditures include the second phase and completion of the elevator mechanical upgrade (\$283,200), mechanical room painting (\$13,500), new lobby benches (\$2,500), patch and paint building exterior (\$8,500), and new canopy fabric at the main entrance (\$9,000).

GREEN RIDGE HOUSE

CITY MANAGER

COMMUNITY
RESOURCE
ADVOCATE

SERVICE
COORDINATOR

PROPERTY
MANAGER

COMMUNITY DIRECTOR/
HUD SPECIALIST

MAINTENANCE ENGINEER
MAINTENANCE ASSISTANT

ASSISTANT COMMUNITY
DIRECTOR

GREEN RIDGE HOUSE Operating Budget	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
REVENUES						
Rental Income						
Federal Section 8 Payment	\$1,070,364	\$1,089,186	\$1,094,400	\$1,070,200	\$1,094,400	
Rental Income from Residents	419,757	409,097	404,800	429,100	404,800	
Vacancies	(41,790)	(37,110)	(23,900)	(59,300)	(25,800)	
Total Rental Income	\$1,448,331	\$1,461,173	\$1,475,300	\$1,440,000	\$1,473,400	\$0
Miscellaneous Revenue						
Laundry Machines	\$3,149	\$3,581	\$3,200	\$3,300	\$3,200	
Miscellaneous Income	351	846	500	900	300	
Interest Income - Operating	22	36	100	200	100	
Interest Income - Capital	4,249	13,390	14,100	26,200	33,000	
Total Miscellaneous	\$7,771	\$17,853	\$17,900	\$30,600	\$36,600	\$0
TOTAL REVENUES	\$1,456,102	\$1,479,026	\$1,493,200	\$1,470,600	\$1,510,000	\$0
EXPENDITURES						
Personnel Expenses	\$259,174	\$271,638	\$300,200	\$308,100	\$337,400	
Operating Expenses						
Administration	\$182,646	\$203,175	\$202,900	198,200	\$201,400	
Utilities	129,173	139,385	161,500	153,800	158,600	
Turnover Costs/Misc. Licenses	43,361	41,248	50,400	14,700	35,300	
Maintenance	256,718	190,290	242,800	203,400	247,100	
Total Operating Expenses	\$611,898	\$574,098	\$657,600	\$570,100	\$642,400	\$0
Taxes, Insurance and Debt Expenses						
Real Estate Tax Fee in lieu	\$94,151	\$94,716	\$96,000	\$96,000	\$93,000	
Insurance	113,850	77,895	79,900	85,400	86,700	
Principal and Interest	257,702	107,384	0	0	0	
Total Taxes, Interest and Debt Expenses	\$465,703	\$279,995	\$175,900	\$181,400	\$179,700	\$0
Transfer to Investments	\$70,000	\$0	\$0	\$0	\$0	
Green Ridge House Capital Acct.	72,000	347,222	330,000	330,000	330,000	
Total Transfer to Reserves	\$142,000	\$347,222	\$330,000	\$330,000	\$330,000	\$0
TOTAL ALL EXPENDITURES	\$1,478,775	\$1,472,953	\$1,463,700	\$1,389,600	\$1,489,500	\$0
OVER/(UNDER) EXPENDITURES	(22,673)	\$6,073	\$29,500	\$81,000	\$20,500	\$0

GREEN RIDGE HOUSE Reserves	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
LGIP Capital Account						
Balance July 1	\$698,119	\$655,995	\$507,320	\$773,010	\$662,810	
Contributions	72,000	347,222	330,000	330,000	330,000	
Interest	2,239	7,590	6,800	16,000	20,000	
Expenditures	(116,363)	(237,797)	(444,400)	(456,200)	(345,500)	
Balance June 30	\$655,995	\$773,010	\$399,720	\$662,810	\$667,310	\$0
RESIDUAL RECEIPTS						
Balance July 1	\$4,280	\$4,295	\$0	\$0	\$0	\$0
Contributions	0	0	0	0	0	
Interest	15	0	0	0	0	
Transfers Out	0	(4,295)	0	0	0	
Balance June 30	\$4,295	\$0	\$0	\$0	\$0	\$0
LGIP INVESTMENTS						
Balance July 1	\$392,958	\$464,968	\$619,768	\$470,768	\$480,968	
Contributions	70,000	0	0	0	0	
Interest	2,010	5,800	7,000	10,200	13,000	
Withdrawals	0	0	0	0	0	
Balance June 30	\$464,968	\$470,768	\$626,768	\$480,968	\$493,968	\$0
ALL RESERVE ACCOUNTS						
Balance July 1	\$1,095,357	\$1,125,258	\$1,127,088	\$1,243,778	\$1,143,778	
Contributions	142,000	347,222	330,000	330,000	330,000	
Interest	4,264	13,390	13,800	26,200	33,000	
Expenditures	(116,363)	(242,092)	(444,400)	(456,200)	(345,500)	
Balance June 30	\$1,125,258	\$1,243,778	\$1,026,488	\$1,143,778	\$1,161,278	\$0
Note: The Residual Receipts account was closed in January 2018.						